



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

November 3, 2025

DIVISION MEMORANDUM
SGOD No. 184, s. 2025

**ADMINISTRATION OF THE EARLY LANGUAGE, LITERACY, AND NUMERACY
ASSESSMENT (ELLNA) FOR SCHOOL YEAR 2025-2026**

TO: Asst. Schools Division Superintendent
Chiefs, Curriculum Implementation and
School Governance Operations Divisions
Education Program Supervisors
M&E Unit
Division Testing Coordinator
Elementary Public School Heads

1. In reference to DepEd Memorandum No. 087, s. 2025, the Administration of the Early Language, Literacy, and Numeracy Assessment (ELLNA) for School Year 2025–2026 will be conducted on November 6, 2025. The assessment shall be administered to all Grade 4 learners in public elementary schools.
2. In line with this, the Schools Division Office of Tacurong City, through the School Governance and Operations Division – School Monitoring Management and Evaluation (SGOD–SMME), in coordination with the Curriculum Implementation Division (CID), will conduct a Division Orientation on the administration of ELLNA on November 4, 2025, at 2:00 p.m. at the SDO Conference Room.
3. Participants of this activity shall be the School Heads or School Testing Coordinators.
4. To facilitate the smooth implementation of the test, all monitors are required to be in their assignment during the scheduled test. The main objective of the monitoring is to ensure that all guidelines and standards in the administration of the tests are followed by all testing personnel.
5. Attached is the monitoring tool for your reference and compliance. Submit the accomplished tool to *Mrs. Mohani A. Paguita*, SEPS for M&E for consolidation. Recommendations and findings shall be submitted to the Office of the Schools Division Superintendent.



Address: Alunan Highway, Poblacion, Tacurong City 9800
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7. For inquiries or further information, you may contact *Ms. Ernie P. Pama*, Education Program Supervisor, at (064) 562-4880 or via email at ernie.pama@deped.gov.ph
8. Immediate and wide dissemination of this Memorandum is desired.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent



EPP/SGOD/DM ADMINISTRATION OF THE EARLY LANGUAGE, LITERACY, AND NUMERACY ASSESSMENT (ELLNA)
FOR SCHOOL YEAR 2025-2026/November 3, 2025



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MONITORING FORM

Testing Program: _____ Date: _____

School/Testing Center: _____ Time: _____

Number of Testing Room: _____

Total Number of Registrants: _____

Actual Number of Takers: _____

Time when test materials were distributed to Room Examiners: _____

Time the Room Examiners' Started: _____

Time the Room Examiners' Ended: _____

1. For Chief Examiner (Asks the CE on the sufficiency of Testing Materials)

Test Materials	Sufficient	Insufficient	Number of Needed TMs	Classroom with insufficient TM
Test Booklet				
Scannable AS				
Seat Plan				
Examiners, Handbook				

2. Report on the Readiness of Testing Rooms (Indicated how many rooms are evidently observed with the following indicators)

Indicator	Evident	Not Evident
1. Well-lighted, clean and conducive for testing		
2. Seats are arranged based on the handbook		



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3. Observed the Room Examiners' performance on the following aspects.

Indicator	Evident	Not Evident
1. Testing discipline is strictly imposed		
2. Did not allow cellular phones in the testing rooms. (Only clean paper, pencils and sharpener are allowed)		
3. Bags and other things of examinees are placed in the designated area (Front beneath the blackboard)		
4. Seat assignment is based on the seat plan		
5. Seats of late comers/absentees were left vacant		
6. No unnecessary noise while the exam is going on (Cheating in any forms like talking to co-examinees, copying answers from other is strictly prohibited)		
7. Reading and copying of test items in the test booklet.		
8. Explaining/ translating of examinee word/s in the test booklet		
9. Examiners keep custody of the unused test booklet and answer sheet.		
10. Examiners checked the test booklets, answer sheets before the examinees left the room.		
11. The Examiners retrieve all the materials, packed it accordingly and submit it to the Chief Examiner		

4. Other findings/observations: *If needed please use extra sheet)*

Name of Monitoring Official/Signature



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LIST OF MONITORS AND SCHOOL ASSIGNMENT

Name of Monitor	School Assignment
Mayflor D. Romualdo	Tacurong Pilot ES
Arlene Rosa G. Arquiza	Amado Fernandez, Sr. CES
Janice P. Suboc	Pedregosa-Acosta ES
Mohani A. Paguita	Casilda P. Venus ES
Mary Ann C. Umadhay	Tina ES
Ivy P. Lamintao	San Rafael ES/ VP Dasmarinas ES
Agnes G. Muyco	San Emmanuel ES
Randy E. Porras	New Isabela CES
Cesar Q. Antolin	Kalandagan ES
Ma. Dianne Joy R. dela Fuente	Ma. Z. Bayya ES
Delia P. Eliarda	Buenaflor ES
Jonald S. Cadiao	New Lagao ES
Bernard F. Antolo	San Antonio ES Dr. Grino MCES
Abang-Suizo IS	Rona N. Tacot
Rona L. Bred	Ma. A. Montilla MES
Ronald A. Pelitro	Lourdes Pama ES Rajah Muda ES
Alejandro S. Reginaldo. Jr.	Lancheta-Magallon ES
Ernie P. Pama	Josue-Alcasid CES
Leonora R. Po	J. Hector Lacson ES
Junaflor R. Sucaldito	Upper Katungal E
Elisa P. Bernardo MES	John G. Bayugos



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